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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 8553.1B**  
Effective Date:  
September 22, 2009  
Expiration Date:  
September 22, 2014

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

**Subject: NASA Environmental Management System**

**Responsible Office: Environmental Management Division**

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## Appendix E: NASA Environmental Management System Checklist

a. The following series of forms are for use by:

- (1) NASA Headquarters Environmental Management Division when conducting EFRs.
- (2) Centers when conducting annual EMS reviews or Declaration of Conformance assessments.

b. Each form is intended for use after the Center, sub-organization at a Center that is the subject of the EFR EMS review, or Declaration of Conformance assessment has provided the information outlined in the EMS Checklist.

c. The forms are intended to serve as guidance while experienced auditors conduct audit and review activities. Auditors may choose to make notations regarding sources of information used, individuals present or interviewed, and information obtained on the forms, or they may attach additional pages or copies of material used in the execution of the auditing process.

d. Each form covers one key section of the EMS and includes:

- (1) A synopsis of the checklist items for the specific paragraph of the EMS Checklist.
- (2) The symbol "P" is included in the form, where a procedure is required.

*Note: "P" means one or more of the procedures is needed to meet the requirements of various Chapters of NPR 8553.1. In these cases, Centers have the option of documenting the procedures. If the procedures are not documented, appropriate personnel may be required to demonstrate knowledge of expectations.*

- (3) The symbol "D" is included in the form, where a documented procedure is required.

*Note: "D" means one or more documented procedures, maintained in accordance with Chapter*

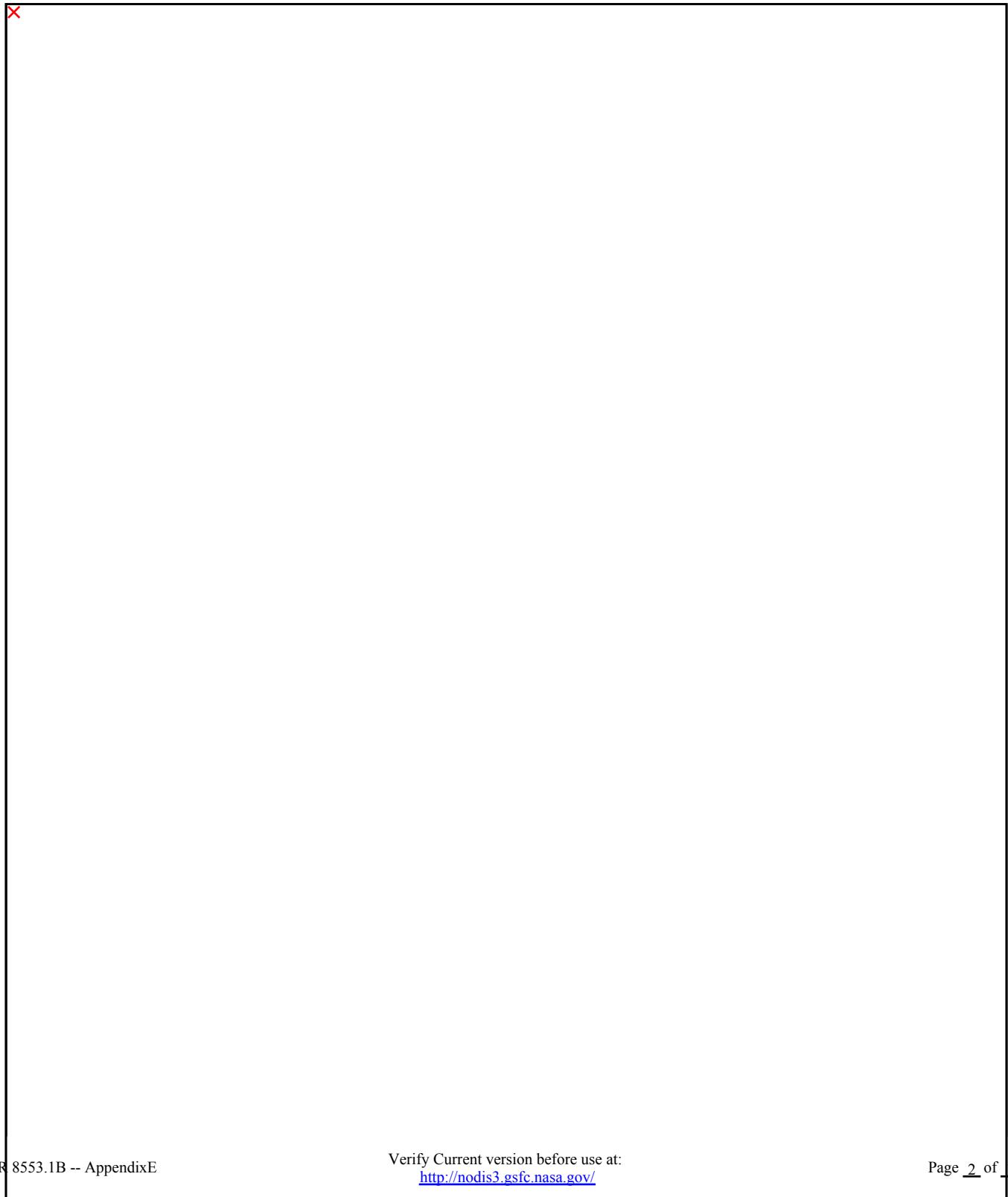
**4.4 is needed.**

(4) The symbol "**R**" is included in the form, where a record is required.

*Note: "R" means one or more records are needed to meet the requirements of Chapter 5.4.*

e. In all cases, additional procedures, documented procedures, or records may be used at the discretion of the Center. These should be in place if their absence prevents the Center from meeting the requirements of the NPR.

f. Notes such as "check this," "review this," and "confirm that" are included as helpful hints for the reviewers in the Description of Observation/Finding/Other Notes section of each form.



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